



DPM-14-005

MEMORANDUM

TO : BRANCH DIVISION, DEPARTMENT & PROGRAM MANAGERS
EXECUTIVE AND LEGISLATIVE BRANCHES

FROM : Bernadette Bernally
Bernadette Bernally, Human Resources Director
Department of Personnel Management

DATE : October 8, 2013

SUBJECT : TEMPORARY EMPLOYEES

Please be informed that pursuant to recent amendments to the Navajo Nation Personnel Policy Manual (NNPPM) effective October 1, 2013, all temporary employees must end their current employment on or before Thursday October 31, 2013 at 5:00 p.m. Resolution HEHSCMY-017-13, stipulates that "the use of the equivalency clause is henceforth eliminated for job descriptions/classifications development by programs."

In order to comply with these amendments, programs are required to submit an updated Position Classification Questionnaire Form (PCQ) (revised) to indicate "minimum" and "preferred" qualifications for all full time regular status positions, part time regular status positions, seasonal positions and temporary positions.

Therefore, all temporary employees will end their employment on October 31, 2013. Upon receipt and approval of an updated PCQ form, applicants must be reassessed to determine if they meet the "minimum" and/or "preferred" qualifications for the temporary position.

Your assistance and cooperation will be appreciated. Please contact DPM at extension 6330 for clarifications. Thank You.

DISTRIBUTIONS

DEPARTMENT OF PERSONNEL MANAGEMENT

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